Accident reporting (HSMS 06)

Approved: Barbara Allison, 26 March, 2012
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The purpose of this procedure is to help ensure the Scottish Government meets its obligations to record, report and investigate all accidents, near misses and other events to help prevent a similar occurrence. The Scottish Government endorses a 'no-blame' culture in respect of the reporting of accidents, near misses and other events, and such incidents are treated as a learning events.

This procedure will be implemented across the Scottish Government Directorates. There is an expectation that Agencies, Non-Ministerial Departments and Non-Departmental Public Bodies will embrace the requirements of the procedure and consider them for inclusion in their own health and safety management arrangements.

Definitions

RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Event Category – the particular class of event, e.g. Near Miss, Accident, Property Damage etc.

Event Severity – the level of seriousness of the event, e.g. Minor, Major or Fatality, etc.

Event Type – the kind of event, e.g. Slips, trips and falls, Exposure to a harmful substance, Road traffic accident, etc.

Detailed responsibilities

Deputy Directors

Deputy Directors are responsible for:

- Ensuring this procedure is implemented within their area of control so that all accidents, near misses and other events are reported.

Line Managers

Line Managers are responsible for:

- Encouraging staff to report all accidents, near misses and other events.
- Following an accident, near miss or other event and in consultation with any affected staff, considering any remedial measures taken or required.
- Completing relevant sections of the Accident Report Form, including completing all sections in the absence of the person(s) affected.
- Sending completed Accident Report forms to the Occupational Health and Safety Branch.
- Seek advice as and when required from the Occupational Health and Safety Branch.
- Assisting with any investigation initiated by the Occupational Health and Safety Branch.
- Communicating any relevant information about the accident, near miss or other event to all staff at risk of a similar occurrence.

Employees

All employees are responsible for:

- Reporting all accidents, near misses or other events by completing the Accident Report Form.
- Sending the Accident Report Form to their line manager.
- Assisting with the identification of remedial measures.
- Completing an Accident Report form on behalf of any non-employees involved in an accident, near miss or other event in connection with Scottish Government business.

Occupational Health and Safety Branch

The Occupational Health and Safety Branch are responsible for:

- Acknowledging receipt of any submitted Accident Report Form.
- Providing advice and assistance about reporting an accident, near miss or other event, and any necessary remedial measures.
- Initiating an appropriate level of investigation.
- Notifying the Health and Safety Executive and the Council of the Scottish Government Unions in respect of any RIDDOR reportable accidents or events.
- Collating and analysing accident report information.
- Informing Scottish Government stakeholders e.g. Human Resources of accidents and other events where appropriate.
- Providing Health and Safety Committees with relevant accident information.
- Encouraging other occupiers/users of Scottish Government premises to notify all on site accidents and other events to the Occupational Health and Safety Branch.

- Regularly reviewing the Accident Reporting procedure and guidance.

Procedure

All accidents, near misses and other events involving individuals working on, or affected by, Scottish Government business must be reported to the Occupational Health and Safety Branch.

The Accident Report Form, for this purpose is available on Saltire, and is shown in Appendix A. The form captures relevant information on accidents, near misses and other events, including Event Category, Event Severity and Event Type. Hard copies of the form will also be available. Where possible the reporting should be carried out electronically.

Accident Report Forms should be completed as soon as possible by the person affected by the accident or event, and their line manager. However, where this is not possible it can be completed by third parties.

Accident Report Forms and the information they contain must be treated as Confidential at all times. Forms should not be circulated beyond those directly involved (e.g. the affected person, their line manager, the Occupational Health and Safety Branch, Human Resources etc). However, it may be necessary to share general information about the accident / event with others, and in such cases names, work locations, phone numbers and any other identifying details should be removed.

Completed Accident Report Forms must be sent to the Occupational Health and Safety Branch as soon as possible, preferably by e-mail marked as ‘Confidential’.

The Occupational Health and Safety Branch will read, acknowledge and respond accordingly to all Accident Report Forms submitted. This includes initiating an appropriate level of investigation, considering causal factors and making any remedial recommendations to prevent a similar occurrence.

The Occupational Health and Safety Branch will formally record all accidents, near misses and other events. Data is analysed to identify trends and

possible improvements to systems of work and/or risk assessments, and where appropriate these are shared with relevant groups.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 requires that certain categories of serious accidents, occupational diseases and dangerous occurrences must be reported to the Health and Safety Executive. RIDDOR events should be reported to the Occupational Health and Safety Branch as soon as possible by the affected person's line manager or other appropriate person. The Occupational Health and Safety Branch will then report to the Health and Safety Executive.

References and legislation

Legislation

The Health and Safety at Work etc. Act 1974
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 The Management of Health and Safety at Work Regulations 1999

References

Successful Health and Safety Management HSG 65

Health and safety intranet pages

CONFIDENTIAL

Accident Report Form

The Scottish Government

*** Use TAB to switch between fields ***

Name, work location and phone number of person reporting the event	Today's date
Name, work location and phone number of affected person(s)	Employment status of affected person Please select...

Date of event	Time of event	Location of event (including building where applicable)
Name and contact details of any witness(es)		
Brief summary of event		
Event category (see Guidance) Please select...	Event severity (see Guidance) Please select...	Event type Please select...
Event categories and severities marked with an asterix (*) must also be reported to the Health and Safety Executive – in such cases the affected person's line manager must notify the Occupational Health and Safety Branch as soon as possible on: (0131 24) 44270		
Possible cause(s) of event		
Immediate remedial action taken to make area/situation safer (if any) and by whom.		
There may be a need to share this information with others who may assist or represent you*. Please tick this box for permission to be given to share if required. (*Union representatives, HR, Legal team…) ☐		

FOR COMPLETION BY AFFECTED PERSON'S LINE MANAGER

Name, work location and phone number of Line Manager	Today's date
Remedial measures, taken or required to help prevent a similar occurrence and by whom. In some cases, details of the accident/event may need to be shared immediately with all staff at risk. N.B. names, phone numbers or any other personal details should not be circulated without permission.	

Once completed, please send this form,
marked as Confidential to:
Occupationalhealthandsafetybranch@scotland.gsi.gov.uk or
OHSB, G1 Spur, Saughton House, Broomhouse Drive, Edinburgh EH11 3XD

N.B. Marine Scotland Science send to:
MS.HealthandSafety@gov.scot

N.B. SASA send to: HealthandSafety@sasa.gsi.gov.uk

Guidance on Completion of Accident Report Form

This form should be completed as soon as possible by the person affected by the accident or event, and their line manager. However, where this is not possible it can be completed by third parties. Information on the form will be treated as Confidential and submitted to the Occupational Health and Safety Branch (OHSB) for formal recording, analysis and investigation as required to help prevent a similar occurrence. Reporting can also help identify deficiencies in systems of work or risk assessments. The OHSB endorses a 'no-blame' culture in respect of reporting accidents and similar events - anything reported is treated as a 'learning event'.

Event Category	***Definition***
Near Miss	any incident or event which does not result in injury or property damage.
Accident	any unwanted or unplanned event which results in injury or act of non-consensual violence.
Occupational Disease*	any case of work-related disease, as specified in RIDDOR (see below)
Dangerous Occurrence*	any dangerous occurrence, as specified in RIDDOR (see below)
Property Damage	any incident or event resulting in damage to property
Other	e.g. work-related stress, **not for work related illness.**
Event Severity	
None	no injury event.
Minor Injury	injury requiring basic or no first aid treatment. Little or no interruption to normal duties.
Lost Time Injury	injury resulting in normal duties being interrupted for the day and day after the inj May require workplace first aid and/or hospital treatment (admittance for less than hours).
Over 3 Day Injury	injured person absent from work or unable to carry out full range of normal duties more than 3 days.
Reportable Lost Time*	injured person absent from work or unable to carry out full range of normal duties more than 7 days.
Member of Public Hospitalised*	any injury to a member of the public arising out of, or in connection with work, whi requires being taken to hospital for treatment.
Major*	any major injury, as specified in RIDDOR (see below).
Fatality*	any work-related death.

***RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**

RIDDOR requires that certain categories of accidents, occupational diseases and dangerous occurrences must be reported to the Health and Safety Executive (HSE). RIDDOR events should be reported as soon as possible by the affected person's line manager or other appropriate person. The main RIDDOR-reportable events in the following table are not exhaustive. If you consider the accident or event being reported falls under the requirements of RIDDOR you should seek guidance from the OHSB.

Reportable Lost Time	injury (not a Major injury) which results in the injured person being away from work unable to do the full range of their normal duties for more than 7 days (excluding th of the accident but including weekends, rest days, holidays etc).
Major	includes any fracture (other than fingers, thumbs or toes), amputation, dislocation, temporary or permanent loss of sight, chemical or metal burn or any penetrating inj the eye, electric shock or any other injury requiring resuscitation or admittance to hospital for more than 24 hours.
Member of Public Hospitalised	injury to a member of the public arising out of, or in connection with work, which rec hospital treatment.
Fatality	the death of any person resulting from an accident arising out of, or in con with work
Occupational Disease	specified conditions due to: • physical agents or demands of work • exposure to substances • infections due to biological agents
Dangerous Occurrence	events including: • collapse, failure or malfunction of specified plant, equipment or appa • escape of specified hazardous substances or biological agents • certain electrical short circuits/overloads with fire or explosion • unintentional contact by plant/equipment with un-insulated overhea electric lines • certain malfunctions of radiation generators

More Information

Scottish Government Accident & Incident Recording Procedure

Health and Safety Executive RIDDOR guidance

Appendix B

Extract from staff intranet

Reporting accidents, incidents and near misses

We have an obligation to record, report and investigate all accidents, near misses and other events to help prevent them happening again. All incidents must be reported to the corporate health, safety and fire unit.

Reporting a near miss

A near miss is where something has happened but there are no injuries. It's important that these are recorded so the root cause can be looked at before it becomes something more serious.

Near misses should be reported using the near miss reporting cards situated by drop boxes across the buildings or by downloading and submitting an accident report form (marking near miss in the drop down box).

Reporting an accident

Download and complete an accident report form and send it to your manager. We encourage a 'no-blame' culture around accident reporting. We want to learn what went wrong so that we can help to prevent it in future.

Managers should send the completed form to the corporate health, safety and fire unit mailbox as soon as possible, marked 'Confidential'. They will formally record the incident, investigate and make any necessary recommendations.

If you're a first aider, record any treatment given on a casualty record sheet (this document will download).

Serious accidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), some categories of accident, incident and ill health must be reported to the Health and Safety Executive. This is done by the injured individual's manager with assistance from the corporate health, safety and fire unit, and include:

- major injuries
- a member of the public being hospitalised
- a fatality
- occupational diseases
- dangerous occurrences such as machinery or equipment malfunction

The accident report form gives more information on event types, severity and category. For help or advice contact the corporate health, safety and fire unit.

Further help and support

Read our health and safety procedure: Accident reporting (HSMS 06).